



GUIDELINES FOR NON-ESSENTIAL RETAIL OPERATIONS

Non-essential retail businesses are required to adopt policies consistent with NJ Executive and Administrative Orders issued by State Officials. The State and the City of Atlantic City require:

PROTOCOLS FOR YOUR EMPLOYEES AND INDIVIDUALS ENTERING YOUR ESTABLISHMENT FOR BUSINESS PURPOSES (e.g., delivery, repair personnel) – CUSTOMERS ARE NOT PERMITTED TO ENTER THE PLACE OF BUSINESS

- Train all employees on appropriate infection control practices, cleaning and sanitizing, handwashing and proper use of face coverings;
- Employees are required to wear cloth face coverings and gloves when interacting with other workers and customers;
- Employees must maintain at least 6' separation from other individuals, when feasible;
- Provide hand sanitizer and/or wipes and provide employees with break time for repeated handwashing throughout the day;
- Frequently sanitize high-touch areas like credit card machines, keypads, counters, breakrooms, and restrooms; and
- Employers are encouraged to screen employees before coming into the business:
 - Pre-screen by taking temperature and assessing symptoms prior to starting work;
 - Employees should regularly self-monitor;
 - Have employees and individuals who are entering the facility for business purposes properly wash their hands;
 - Follow: CDC's "What to do if you are sick with coronavirus disease 2019 (COVID-19)";
 - Consult the Divisions of Health (609-347-5671) and Mercantile (609-347-5315) for additional guidance.

PROTOCOLS FOR SERVING YOUR CUSTOMERS

SALES WILL BE CURBSIDE AND PICK UP ONLY – CUSTOMERS ARE NOT PERMITTED TO ENTER THE PLACE OF BUSINESS

- Place conspicuous signage alerting customers to the required 6' social distancing;
- Merchandise must remain within the footprint of the building facility;
- Customer transactions shall be handled in advanced by phone, e-mail, or facsimile to avoid person to person contact, when feasible;
- Customers to notify the retailer in advance to schedule their arrival time, when feasible;
- Arrange for contactless pay options whenever possible; minimize contact, if not feasible;
- Customers are required to wear cloth face coverings;
- Maintain at least a 6' physical separation between customers and staff, when feasible;
- Customers to remain in their vehicles until staff delivers their purchase; and
- Staff to place goods directly in the customer's vehicle, when feasible.

These guidelines may be subject to change under the direction of federal, state, county and/or local officials.